

ARKANSAS BOARD OF PAROLE



EMPLOYEE MANUAL

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GENERAL PURPOSE STATEMENT

The purpose of this Manual is to establish a system, which will govern all employees during their tenure with the Arkansas Board of Parole (ABP).

This Manual is designed to acquaint you with The Arkansas Board of Parole and provide you information regarding the working conditions, benefits, and policies affecting your employment.

The information contained in this Manual applies to all employees of the Board of Parole. Following the policies described in this Manual is considered a condition of continued employment. However, nothing in this Manual alters an employee's status. The contents of this Manual shall not constitute nor be construed as a promise of employment or as a contract between the Board of Parole and any of its employees. The Manual is a summary of our policies, which are presented here only as a matter of information.

You are responsible for reading, understanding, and complying with the provisions of this Manual. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

APPLICABILITY

This Manual supersedes all previous employee manuals and memos that may have been issued. However, since our business and our organization are subject to change, we reserve the right to interpret, change, suspend, cancel, or dispute with or without notice all or any part of our policies, procedures, and benefits at any time. We will notify all employees of these changes. Changes will be effective on the dates determined by the Board, and after those dates, all superseded policies will be null.

Failure to comply with this Manual may result in disciplinary action, up to and including termination.

AUTHORITIES AND RESPONSIBILITIES

The Chairman of the Board may change this Manual if necessary to promote effectively and efficiently the interest of the Board of Parole employees. The Fiscal Support Supervisor is authorized and directed to interpret, develop, and implement necessary procedures and regulations to ensure efficient administration of these policies.

Each Supervisor is responsible for enforcing this Manual. Board of Parole employees are responsible for complying with the policies herein set out and for conforming to the directions provided by departmental management in the fulfillment of these policies.

No individual supervisor or manager has the authority to change policies at any time. If you are uncertain about any policy or procedure, speak with your direct supervisor.

DISSEMINATION

All Board of Parole employees shall receive a copy of this Manual during orientation.

REVISIONS

This Manual will be reviewed and updated annually. Any requests for additions or changes to this manual must be submitted to Human Resources in writing.

ADOPTION

This manual shall become effective March 25, 2010.

MISSION STATEMENT

The Arkansas Board of Parole is a vital part of the criminal justice system. The (ABP) is dedicated to the process of promoting public safety by the return of offenders into the community through supervised, conditional release. It is our sincere desire that there will be successful transitions from confinement to responsible conduct within the community.

HISTORY OF THE BOARD OF PAROLE

Parole has been a component of Corrections in Arkansas for 60 years. The State Penitentiary Board was originally established through Act 1, 1943. Act 50 of 1968 reorganized the State Penitentiary as the Arkansas Department of Correction and created two major boards—The Board of Correction and the Board of Pardons and Paroles. Act 937 of 1989 abolished the Board of Pardons and Paroles and the Board of Community Rehabilitation to create a Board of Parole and Community Rehabilitation.

Prior to reorganization, the Board of Pardons and Paroles consisted of five members who were citizens of the State, appointed by the Governor to staggered five-year terms. The Board initially met three days each month at various units within the Department of Correction. The Board interviewed inmates to determine who should be placed on parole and the prescribed conditions of parole. Additionally they made recommendations to the Governor on applications for pardons and commutations.

The Commission on Community Rehabilitation consisted of six members who were also required to be citizens of the State. This body was appointed by the Governor to staggered four-year terms. This Commission met at least once a month and was primarily responsible for reviewing and certifying alternative service programs, screening files of qualified offenders' and recommending expungement of records for eligible offenders who successfully completed a prescribed program.

In 1993, legislation revamped the Board of Parole and Community Rehabilitation. The Board was renamed to The Arkansas Post Prison Transfer Board. Subsequent legislation in 1993 and 1997 expanded the Board to full time positions.

In 2005, SB 383 renamed the Arkansas Post-Prison Transfer Board to the Arkansas Board of Parole. The move was designed to alleviate confusion to the public about the function of the board.

The Board currently consists of seven (7) members appointed to seven (7) year terms by the Governor and subject to confirmation by the Senate. Four (4) members of the Board of Parole shall constitute a quorum in any matter before the Board.

The additional Board staff consists of one (1) Executive Assistant to the Director, three (3) Hearing Examiners, one (1) Investigator, one (1) Fiscal Support Supervisor, one (1) Computer Support Specialist, two (2) Administrative Support Supervisors, two (2) Administrative Support Specialists III, one (1) Fiscal Support Specialist, and, three (3) Administrative Support Specialists II..

SECTION 1—GENERAL EMPLOYMENT INFORMATION

1.1 EMPLOYMENT APPLICATIONS

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

1.2 EMPLOYMENT RELATIONSHIP

All employees voluntarily enter into employment, and therefore are free to resign at any time for any reason or no reason. Similarly, the Board of Parole is free to conclude its relationship with any employee at any time for any reason or no reason. Following the probationary period, employees are required to follow the Employment Termination Policy (See Section 3.13).

1.3 PUBLIC RELATIONSHIP

Every employee of the Arkansas Board of Parole is a representative of the agency and a public servant to the State of Arkansas. All representatives of the Board will maintain the highest standard of honesty, and integrity and impartiality when conducting agency business.

1.4 CODE OF ETHICS (see Administrative Directive 06-01)

In furtherance of the Board's mission, each employee is expected to conduct their official and private lives in such a manner as to foster public confidence in the Arkansas Board of Parole. The Board subscribes to a policy of professionalism, equality and fairness in the division of services and the discharge of authorized duties. Employees should adhere to the following rules related to ethical conduct:

1. All employees shall respect and protect the civil rights and legal rights of all persons.
2. All employees shall cooperate with public officials and agencies in the discharge of authorized duties
3. Employees shall not solicit, demand, accept or agree to accept any gifts, favors, or gratuity that can be reasonably interpreted as influencing the employee's judgment in the discharge of their duties.
4. Employees are encouraged to participate in any legal election process on their own time. Employees shall not endorse candidates in their official capacity as a State employee or engage in political activity during the time they are performing work for the State of Arkansas. Political banners, posters, literature, or other political material shall not be displayed on State property, or on personal vehicles while being used for official duties for which the State reimbursement will be obtained.

5. Employees shall not attempt to realize personal gain, or secure privileges or exemptions through the discharge of his or her duties for themselves or others. Employees should not engage in activities that would result in conflict of interest between ABP, the State, funding sources, staff, contractors and/or volunteers. However, nothing in this policy should be construed as limiting communication between Board employees and their elected officials.

SECTION 2—DEFINITIONS OF EMPLOYEES STATUS

EMPLOYEE

An “employee” of the Arkansas Board of Parole is a person who regularly works for the (ABP) on a wage or salary basis. “Employee” may include exempt, non-exempt, regular full-time, regular part-time, temporary persons, and others employed with the Agency who are subject to the control and direction of the (ABP) in the performance of their duties.

EXEMPT—Employees whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) and who are exempt from overtime pay requirements. Seven (7) Board members, Three (3) Hearing Examiners, and One (1) Fiscal Support Supervisor.

NON-EXEMPT—Employees whose positions do not meet FLSA criteria and who are paid one and one-half their regular rate of pay for hours worked in excess of 40 hours per week. One (1) Executive Assistant to the Director, one (1) Computer Support Specialist, one (1) Investigator, (2) Administrative Support Supervisors, (1) Fiscal Support Specialist, (2) Administrative Support Supervisors, (3) Administrative Support Specialist II, two Administrative Support Specialist III.

REGULAR FULL-TIME are employees who have completed the 90-day probationary period and who are regularly scheduled to work 35 or more hours per week. Generally, they are eligible for the Board benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME are employees who have completed the 90-day probationary period and who are regularly scheduled to work less than 35 hours per week. Regular part-time employees are eligible for some benefits sponsored by the Board, subject to the terms, conditions, and limitations of each benefit program.

TEMPORARY (FULL-TIME or PART-TIME) are those employees whose performance is being evaluated to determine whether further employment in a specific position or with ABP is appropriate; or individuals who are hired as interim replacements to assist in the completion of a specific project; or for vacation relief. Employment beyond any initially stated period does not imply a change in employment status. Temporary employees retain that status until they are notified of a change. They are not eligible for any of the agency’s benefit programs.

PROBATIONARY PERIOD

Probationary periods are in 90-day intervals for established employees and 120 days for new employees. When an employee completes the probationary period, the employee will be notified of his/her new status with ABP.

SECTION 3—EMPLOYMENT POLICIES

3.1 NON-DISCRIMINATION

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Arkansas Board of Parole (ABP) will be based on merit, qualifications, and abilities. The Board of Parole does not discriminate in employment opportunities or practices because of race, color, religion, sex, national origin, age or disability.

The ABP will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees with questions or concerns about discrimination in the workplace are encouraged to bring the issues to the attention of their supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, including termination of employment.

3.2 NON-DISCLOSURE/CONFIDENTIALITY

The protection of confidential business information is vital to the interests and success of the Board of Parole. Such confidential information includes, but is not limited to, the following examples: Compensation data, Financial information, Pending projects and proposals, Personnel/Payroll records, and Conversations between any persons associated with ABP.

All employees are required to sign a non-disclosure agreement as a condition of employment.

Employees who improperly use, or disclose trade secrets or confidential business information will be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

3.3 NEW EMPLOYEE ORIENTATION

Orientation is a formal welcoming process that is designed to make the new employee feel comfortable, informed about the Board, and prepared for their position. New employee orientation is one week-long (40 hours) and is conducted by the Fiscal Support Supervisor and their immediate supervisor. This overview includes History of the Arkansas Board of Parole, an explanation of the Board's core values, vision, and mission; and Board goals and objectives. In addition, the new employee will be given a brief summary of benefits, which includes tax, and legal issues. They will also complete any necessary paperwork vital to their employment.

Employees are given all codes, keys, and procedures needed to navigate within the workplace. The new employee's supervisor then introduces the new hire to staff throughout the agency, reviews their job description and scope of position, explains the evaluation procedures for ABP, and helps the new employee get started on specific functions.

3.4 PROBATIONARY PERIOD FOR NEW EMPLOYEES

The probationary period for full-time employee who is transferring from another State Agency is 90 days. The probation period for full time and part-time employees who have never been an employee of the State of Arkansas is 120 days from date of hire; however, the probationary period can be extended up to one year. During this time, employees have the opportunity to evaluate the ABP as a place to work and management has its first opportunity to evaluate the employee. During this introductory period, both the employee and the agency have the right to terminate employment without advance notice. In addition, if a current employee is promoted to a new position within the agency, a six-month probationary period is imposed.

Upon satisfactory completion of the initial probationary period, a performance review may be completed at the end of the six months. At the end of the probationary period, the employee should keep in mind that employment is still “at will”. All employees, regardless of classification or length of service, are expected to meet and maintain the standards of ABP for job performance and behavior (SEE SECTION 4 – STANDARDS OF CONDUCT)

3.5 OFFICE HOURS

The Board of Parole office is open for business from 8:00 a.m. to 5:00 p.m. Monday through Friday, except for Holidays (See Section 6.13).

The standard workweek is 40 hours of work (see Section 5.3). In the computation of various employee benefits, the employee workweek is considered to begin on Sunday (starting at 12:01 a.m. and ends on Saturday at 12:00 a.m.), unless a supervisor makes prior arrangements with the employee.

3.6 LUNCH PERIODS

Employees are allowed a 30-minute or 1 hour lunch break depending on their schedule. Lunch breaks generally are taken between the hours of 11 a.m. and 1:30 p.m. on a staggered schedule to ensure that the employee’s absence does not create a problem for co-workers or the flow of work assignments.

3.7 BREAK PERIODS

All employees are allowed a fifteen-minute break each morning and afternoon, however, employees should be aware that breaks are a privilege and may be granted or not granted by the supervisor depending upon the work requirements for the day. Breaks may not be used to add to lunch periods or change the regular work starting or ending times.

If employees have unexpected personal business, they must notify their direct supervisor to discuss time away from work and make provisions as necessary. Personal business should be conducted on the employee’s own time.

Employees who do not adhere to the break policy will be subject to disciplinary action, including termination.

3.8 PERSONNEL FILES

The Fiscal Support Supervisor will be the contact for the Human Resource Section. The Human Resource Section will maintain an official personnel file on each employee. You may review your personnel file by contacting the HRS to make an appointment.

To make sure your personnel file is up-to-date, notify your supervisor or the HRS of any changes in your name, telephone number, home address, marital status, number of dependents, individuals to notify in case of emergency.

Employee personnel files will include the following: job application, job description, resume, and all other forms that are completed hiring the hiring process. The Human Resource Section (HRS) will maintain a separate file for performance evaluations.

The Human Resource Section will maintain a separate file for all participation in training events and performance evaluations.

3.9 INCLEMENT WEATHER/EMERGENCY CLOSINGS—GPD 7

The general policy regarding inclement weather is that State government does not normally close its offices because of hazardous driving conditions. However, the obligation to provide services to the citizens of the State must be balanced with the risk of danger to State employees. It is; therefore, appropriate those guidelines, which reflect the needs of our citizens and employees' safety are established.

- 1) In the event of early morning severe inclement weather conditions, the Governor's Office will determine if the inclement weather policy is to be placed into effect and if so will announce its implementation as soon as possible. The announcement will include the affected counties. On days declared to be covered by the inclement weather policy, all employees should be at their workstations by 10:00 a.m. Employees arriving by 10:00 a.m. will be given credit for a full day's attendance. Employees arriving after 10:00 a.m. will be charged the full amount of time involved in the tardiness, and employees not coming to work at all will be charged a full day's absence.
- 2) When severe inclement weather occurs during office hours, department directors and agency administrators will have the discretion to allow employees to leave work early for safety reasons. Decisions to allow employees to leave work early however should recognize the requirement to maintain designated critical personnel and assure service delivery to the citizens for the full workday. Employees who were on the job, and who were allowed to leave early, will not be charged leave for that time.
- 3) Department directors and agency administrator's shall designate critical personnel, who will be required to reach their workstations by the time of regular office opening regardless of weather related conditions to assure that offices are open to the public and services are provided. Prior designation will allow critical personnel to prepare for weather conditions, and if need be, provide alternative methods of getting to work.

3.10 EMPLOYEE PERFORMANCE REVIEW AND PLANNING SESSIONS

Supervisors will conduct performance reviews and planning sessions with all employees after one year of service. Supervisors may conduct informal performance reviews and planning sessions more often if they choose.

Performance reviews and planning sessions are designed for the supervisor and the employee to discuss his/her current job tasks, encourage and recognize attributes, and discuss positive, purposeful approaches for meeting work-related goals. Together, employee and supervisor discuss ways in which the employee can accomplish goals or learn new skills. The planning sessions are designed for the employee and his/her supervisor to make and agree on new goals, skills, and areas for improvement.

3.11 OUTSIDE EMPLOYMENT

Employees may hold outside jobs in non-related businesses or professions as long as the employee meets the performance standards of their job description with the BOARD OF PAROLE. Unless the Board has approved an alternative work schedule, employees will be subject to the Board scheduling demands, regardless of any existing outside work assignments.

The Board's office space, equipment, and materials are not to be used for outside employment.

3.12 CORRECTIVE ACTION

The BOARD OF PAROLE holds each of its employees to certain work rules and standards of conduct (see Section 4 Conduct). When an employee deviates from these rules and standards, the Board expects the employee's supervisor to take corrective action.

Corrective action at the Board of Parole is progressive. That is, the action taken in response to a rule infraction or violation of standards typically follows a pattern increasing in seriousness until the infraction or violation is corrected.

The usual sequence of corrective actions includes an oral warning, a written warning, probation, and finally termination of employment. In deciding which initial corrective action would be appropriate, a supervisor will consider the seriousness of the infraction, the circumstances surrounding the matter, and the employee's previous record.

Though committed to a progressive approach to corrective action, ABP considers certain rule infractions and violations of standards as grounds for immediate termination of employment. These include but are not limited to: theft in any form, insubordinate behavior, vandalism or destruction of State property, being on agency property during non-business hours, the use of agency equipment and/or Board vehicles without prior authorization by the Chairman, untruthfulness about personal work history, skills, or training, divulging agency business practices, and misrepresentations of ABP to an individual, the general public, or an employee.

3.13 EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are a few examples of some of the most common circumstances under which employment is terminated:

- **Resignation** – voluntary employment termination initiated by an employee.
- **Termination** – involuntary employment termination initiated by the Board.
- **Layoff** – involuntary employment termination initiated by BOARD OF PAROLE for non-disciplinary reasons.

Since employment with the Board of Parole is based on mutual consent, both the employee and BOARD OF PAROLE have the right to terminate employment at will, with or without cause during the Introductory/Probationary Period for New Employees (See Section 3.4).

Any employee who terminates employment with the BOARD OF PAROLE shall return all files, records, keys, and any other materials that are property of the BOARD OF PAROLE. No final settlement of an employee's pay will be made until all items are returned in appropriate condition. The cost of replacing non-returned items will be deducted from the employee's final paycheck. Furthermore, any outstanding financial obligations owed to the Board will also be deducted from the employee's final check.

Employee's benefits will be affected by employment termination in the following manner. All accrued vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense (See Section 5, Benefits) if the employee elects to do so. The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations.

3.14 SAFETY

The Board of Parole provides information to employees about workplace safety and health issues through regular internal communication such as Training sessions, Staff meetings, Bulletin board postings, Memorandums, Other written communications.

Each employee must follow safety rules and exercise caution and common sense in all work activities. Employees must immediately report any unsafe conditions to their supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action including termination of employment.

In the case of an accident that results in injury, regardless of how insignificant the injury may appear, employees should notify their supervisor (See Section 3.16, Employee Requiring Medical Attention).

3.15 HEALTH-RELATED ISSUES

Employees, who become aware of any health-related issue, including pregnancy, should notify their supervisor and Fiscal Support Supervisor of health status. This policy has been instituted strictly to protect the employee.

A written “permission to work” from the employee’s doctor is required at the time or shortly after notice has been given. The doctor’s note should specify whether the employee is able to perform regular duties as outlined in his/her job description.

A leave of absence may be granted on a case-by-case basis. If the need arises for a leave of absence, employees should notify their supervisor and the Fiscal Support Supervisor.

3.16 EMPLOYEE REQUIRING MEDICAL ATTENTION

In the event an employee requires medical attention, whether injured or becoming ill while at work, the employee’s personal physician should be notified immediately. If employee requires transportation to the doctor or to the hospital, a family member or 911 will be called to transport the employee to the appropriate facility. If injured on the job the injury must be reported to a supervisor. Failure to make a report could jeopardize the employee’s right to Workers Compensation benefits. For additional information, the employee should contact the Board Investigator. Furthermore, Board employees will not be responsible for transportation of another employee due to liabilities that may occur.

A physician’s “return to work” notice may be required. Current emergency contact information must be on file with both the Human Resource Section and Board Investigator.

3.17 BUILDING SECURITY

All employees who are issued keys to the office are responsible for their safekeeping. These employees will sign a Building Key Disbursement form upon receiving the key. All exempt employees are allowed on property after hours. Non-exempt employees are not allowed on State property after hours without prior authorization from the Board Chairman or designee. In addition, employees are not allowed to give the entrance code to any other person.

3.18 INSURANCE ON PERSONAL EFFECTS

The Board of Parole assumes no risk for any loss or damage to personal property.

3.19 SUPPLIES, EXPENDITURES, AND OBLIGATING THE BOARD

Only authorized persons may purchase supplies for Arkansas Board of Parole. No employee whose regular duties do not include purchasing shall incur any expense on behalf of the Board or bind the Board of Parole by any promise or representation without written approval for the Chairman of the Board.

3.20 EXPENSE REIMBURSEMENT

Expenses incurred by an employee must have prior approval by the Board Chairman. All completed reimbursement request forms should be turned in to the Fiscal Support Supervisor.

3.21 PARKING

The ABOP provides parking for its employees. You will be assigned a parking space. DO NOT park in any other space unless authorized to do so since your car will be towed or booted. Should someone park in your space, park temporarily on the street and inform your supervisor. You must pay the meter to park on the street.

3.22 VISITORS IN THE WORKPLACE

To provide for the safety and security of employees, visitors, and the facilities at the Board of Parole, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps ensure security, decreases insurance liability, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors must enter through the main reception area, and sign-in at the front desk. Authorized visitors will be escorted to their destination and must be accompanied by an employee at all times.

3.23 IMMIGRATION LAW COMPLIANCE

The Board of Parole employs only United States citizens and those non-U.S. citizens authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present (2) two forms of documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form, if they have not completed an I-9 with ABP within the past three years or if their previous I-9 is no longer retained or valid.

3.24 SUPERVISION RATIOS

Designated staff is available to maintain supervision of the Parole Board employees not to exceed ratio of six to one. If such a ratio is exceeded it must be shown to not adversely affect the operations of the agency.

SECTION 4—STANDARDS OF CONDUCT

The work rules and standards of conduct for the BOARD OF PAROLE are important, and the agency regards them seriously. All employees must become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards in performing their jobs and conducting the agency's business. Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment (see Section 3.12).

The following list while not exhaustive contains examples of unacceptable behavior that may result in disciplinary action, including terminations of employment:

- Theft or inappropriate removal or possession of property;
- Falsification of timekeeping records (See Section 5.2);
- Working under the influence of alcohol or illegal drugs (See Section 4.5);
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace (See Section 4.5);
- Fighting or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace;
- Negligence or improper conduct causing damage to Board-owned or customer-owned property;
- Insubordination or other disrespectful conduct;
- Violation of safety or health rules;
- Smoking in the workplace;
- Sexual or other unlawful or unwelcome harassment (See Section 4.2);
- Excessive absenteeism or any absence without notice (See Section 4.1);
- Unauthorized use of telephone or other Board-owned equipment (See Section 4.3);
- Using Board equipment for purposes other than business (i.e. playing games on computers or personal Internet usage);
- Unauthorized disclosure of business “secrets” or confidential information;
- Violation of personnel policies; and
- Unsatisfactory performance or conduct.

4.1 ATTENDANCE/PUNCTUALITY

The ABP expects every employee to be punctual in attendance. This means being in the office, and ready to work, at your designated starting time each day. Absenteeism and tardiness places a burden on other employees and on the Board.

Employees must notify their supervisor 30 minutes prior to normal reporting time, if they cannot attend work as scheduled. If the supervisor cannot be reached, the employee should notify the next level supervisor.

Employees must give the reasons for absences and indicate when they expect to return to work. If employees do not know when they will return to work, they must notify the supervisor each day of their absence 30 minutes prior to normal report time.

Employees failing to make this notification are subject to disciplinary action up to and including termination.

If an employee does not report for work after two consecutive days of absence and the ABP is not notified of their status, they will be terminated.

If an employee becomes ill, while at work or must leave the office for some other reason before the end of the workday, they must inform their supervisor of the situation.

4.2 HARASSMENT, INCLUDING SEXUAL HARASSMENT

The Board of Parole is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.

If an employee believes they have been the victim of harassment, or have knowledge of another employee who has been the victim of harassment, report it immediately. If an employee receives an offer in exchange for sexual favors, the employee should immediately notify their supervisor or, in the event his or her supervisor is making the offer, the employee should immediately contact the Board Chairman. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor who becomes aware of possible harassment should promptly advise their supervisor or the Board Chairman who will handle the matter in a timely and confidential manner. Harassment will not be tolerated and if an investigation substantiates the complaining employee's claim of harassment, the offending employee will be disciplined accordingly, up to and including termination. However, a complaint made by an employee that was known to be false will subject the employee to disciplinary action.

4.3 TELEPHONE USE

The Board of Parole's telephones are intended for the use of serving the public in conducting the agency's business.

Personal calls should be kept brief to avoid congestion on the telephone line. Employee should not use cell phones and texting excessively. This can become disruptive or hinder co-workers from working. Cell phones should be turned off or on vibrate during work hours.

To respect the rights of all employees and avoid miscommunication in the office, employees must inform family members and friends to limit personal telephone calls during working hours.

If an employee is found to be deviating from this policy, he/she may be subject to disciplinary action (See Section 3.12, Corrective Action).

4.4 DRESS CODE

A professional appearance is important anytime employees encounter the public or others who may do business with ABP. Employees should be well groomed and dressed appropriately for state business and for their position in particular.

The following items are considered inappropriate working attire for State business:

- Flip-flop shoes
- Spaghetti-strapped shirts
- Tank tops or revealing shirts
- Short mini skirts
- Sheer clothing
- T-shirts with inappropriate or offensive gestures or advertising
- Halter tops

When meeting with the public, (especially on Board Day and Victim Input Day) the dress code is business attire, which includes the following:

- Slacks and dress shirt or blouse
- Dress or skirt and blouse

Management has designated Friday as "casual day.". Occasionally "casual day" may be suspended for special events. Supervisors will notify employees when casual day will not be observed. The following guidelines are designed to advise employee on acceptable dress decorum for "casual day." Casual dress wear may not include the following items:

- No shorts of any kind
- Tattered jeans
- Faded shirts
- Shirts containing advertisements of offensive content
- Overalls
- Warm ups, sweats and jogging suits
- Thong sandals
- Tank or halter tops.

If an employee is inappropriately dressed, they will be sent home to change. Time lost will be charged to annual, holiday, compensatory or leave with out pay.

Consult your supervisor if you have additional questions about appropriate business attire.

4.5 SUBSTANCE ABUSE

The agency is committed to providing a safe and productive workplace for its employees. In keeping with this commitment, the following rules regarding alcohol and drug abuse have been established for all staff members, regardless of rank or position, including both regular and temporary employees. The rules apply during working hours to all employees of the agency while they are on State premises or elsewhere on State business.

The manufacture, distribution, possession, sale, or purchase of controlled substances of abuse on State property is prohibited.

Being under the influence of illegal drugs, alcohol, or substances of abuse on State property is prohibited.

Working while under the influence of prescription drugs that impair performance is prohibited.

Please note the following definitions:

State property: All State owned or leased property used by employees.

Controlled Substance of Abuse: Any substance listed in Schedules I-V of Section 202 of the Controlled Substance Act, as amended.

Drug: Any chemical substance that produces physical, mental, emotional, or behavioral change in the user.

Drug paraphernalia: Equipment, product or material that is used or intended for use, in concealing an illegal drug, or otherwise introducing into the human body an illegal drug or controlled substance.

Illegal drug:

- a. Any drug or derivative thereof whose use, possession, sale, transfer, attempted sale or transfer, manufacture, or storage is illegal or regulated under any federal, state, or local law or regulation.
- b. Any drug, including – but not limited to – a prescription drug, used for any reason other than that prescribed by a physician.
- c. Inhalants used illegally.

Under the influence: A state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage, drug, or substance of abuse.

Consistent with the rules listed above, any of the following actions constitutes a violation of the Agency's policy on drugs and may subject an employee to disciplinary action, up to and including immediate termination.

Using, selling, purchasing, transferring, manufacturing, or storing an illegal drug or drug paraphernalia, or attempting to or assisting another to do so, while in the course of employment.

Working or reporting to work, conducting State business or being on State property while under the influence of an illegal drug or alcohol, or in an impaired condition.

Therefore, it is the Agency's policy not to employ persons who use illegal drugs or abuse alcohol. Accordingly, the Agency shall have the right to require an employee to submit to periodic testing for drug and/or alcohol abuse. Remaining drug free is a condition of continued employment. An employee who refuses to submit to drug and/or alcohol testing or who tests positive may be suspended from duty pending further investigation and may be subject to discipline, up to and including immediate discharge.

4.6 TOBACCO PRODUCTS

It is the policy of the ABP to provide a tobacco-free environment for the health and safety of all staff.

The use of tobacco products is not permitted anywhere on State premises except in authorized and designated locations. Smoking is prohibited within 25 feet of all entrances to state buildings. Employees must follow all rules posted in designated smoking areas and adhere to all policies associated with this policy (See Sections 3.6, Break Periods and 3.14, Safety).

4.7 COMPUTER USE –See Administrative Directive # 08-01

Board of Parole employees are allowed use of the Internet and e-mail when necessary to serve our customers and conduct the Board's business.

Employees may use the Internet when appropriate to access information needed to conduct business of the ABP. Employees may use e-mail when appropriate for Agency business correspondence.

Use of the Internet must not disrupt operation of the States computer network. Use of the Internet must not interfere with an employee's productivity. Employees are responsible for using the Internet in a manner that is ethical and lawful.

Internet messages are public and not private. Arkansas Board of Parole reserves the right to access and monitor all files and messages on its systems.

SECTION 5—WAGE AND SALARY POLICIES

5.1 WAGE/SALARY INCREASES

Wage/Salary increases occur when (1) there is a cost of living increase based on legislative approval and (2) an employee's performance evaluation is "satisfactory" or above . The employee performance evaluation system operates within legal parameters and guidelines published by the Department of Finance and Administration—**Merit Pay System**.

Merit Increase Pay System is a performance-based pay system, which incorporates pay and performance evaluation standards and establishes criteria for salary adjustments for employees who meet requisite performance categories. Merit payments may be awarded to employees who satisfy performance-based criteria.

To be eligible for a merit pay increase, an employee must meet all the following criteria:

- a. Have continuous employment in either a classified or unclassified position with the state in a regular, full time or part time position for twelve (12) months.
- b. Met the annual training requirements
- c. Has not been disciplined for a violation of the Code of Ethics and Rules of Conduct; and
- d. The employee has a PE score equivalent of "satisfactory" or above and if applicable.
- e. The supervisor has completed all required PE reviews and submitted them on the employees they supervise to Human Resources in a timely manner.

Employees who receive an overall "satisfactory" rating shall be eligible for a .75% merit increase.

Employees who receive an overall "above average" rating shall be eligible for a 1.50% merit increase.

Employees who receive an overall "exceed standards" rating shall be eligible for a 2.25% merit increase.

Your immediate supervisor will discuss all other salary related issues with you. Employees who transfer laterally, are promoted, or are demoted, either voluntarily or involuntarily, within an agency or to another agency or institution will be eligible to receive an annual merit increase on their merit increase date if they meet the following criteria: 1) they have completed six months of service in their new position and 2) all of the conditions as outlined in the above paragraph are met.

At the end of their probationary period, new employees are evaluated. (See Section 3.4) After the probationary review, the employee reviewed according to an annual schedule.

5.2 TIMEKEEPING

Accurately recording time worked is the responsibility of every non-exempt employee. Time worked is the time actually spent on a job(s) performing assigned duties.

The Board of Parole does not pay for extended breaks or time spent on personal matters.

Time Sheets – Non-exempt employees will be issued time sheet on their first day of employment. The employee will be given thorough instructions on usage and instructions on what to do should a problem occur.

The employees' time sheet is a legal instrument. Altering, falsifying, tampering with time records, or recording time on another team member's time record will result in disciplinary action, including termination of employment. A weekly time sheet must be kept for every non- exempt employee.

Authorized personnel will review time records each week. Any changes to an employee's time record must be approved by his/her supervisor or appropriate person. Questions regarding the timekeeping system or time cards should be directed to the appropriate person.

5.3 OVERTIME

The Board of Parole is open for business 40 hours per week. Overtime compensation is paid to non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime is payable in the form of compensatory time off for all hours worked over 40 per week at a rate of one and one-half times the non-exempt employee's regular hourly rate. Time off on personal time, holidays, or any leave of absence will not be considered hours worked when calculating overtime. In addition, vacation time does not constitute hours worked.

All overtime work performed by an hourly employee must receive the Chairman's prior authorization. Overtime worked without prior authorization from the Chairman may result in disciplinary action. The Chairman's signature on a timesheet authorizes compensatory time for overtime hours worked.

5.4 PAYDAYS

All state employees are paid twenty-six times each year on a bi-weekly basis. In the event that a regularly scheduled payday falls on a holiday, employees will receive pay at least one day prior to the holiday. Direct-deposit of paychecks is required for all state employees.

An employee should review his or her remuneration statements for errors. Remuneration statements can be accessed through the AASIS web site. Human Resources will provide access to the web site.

SECTION 6—BENEFITS AND SERVICES

The State of Arkansas and the Board of Parole offers a benefits program for its regular full-time and regular part-time employees. However, the existence of these programs does not signify that an employee will necessarily be employed for the required time necessary to qualify for the benefits included in and administered through these programs.

6.1 GROUP INSURANCE

The State of Arkansas offers health and life insurance programs for **REGULAR FULL-TIME** employees as determined by the carrier of the policies. Contact the Fiscal Manager for details. Medical Insurance Coverage and Life Insurance Coverage are optional. The State of Arkansas will pay the premium on \$10,000.00 coverage for each full time state employee. State employees have

the option of increasing their life insurance coverage if they desire with the additional premium being paid by the employee.

6.2 LIFE INSURANCE

There are various types of health insurance options. Due to the vast range of coverage by each plan, your questions should be directed to the benefit/insurance specialist in the Human Resources Section.

6.3 HEALTH INSURANCE

The employee's portion of the premium deduction for health insurance begins on the pay period prior to coverage start date.

This Manual does not contain the complete terms and/or conditions of any of the State of Arkansas's current insurance benefit plans. It is intended only to provide general explanations. If there is ever any conflict between the Manual and any documents issued by one of the State's insurance carriers, the carrier's guideline regulations will be regarded as authoritative.

6.4 COBRA BENEFITS

The Federal Consolidated Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the State of Arkansas' health plan when a "qualifying event" would normally result in the loss of eligibility.

Some common qualifying events are resignation, termination of employment, death of an employee, a reduction in an employee's hours or leave of absence, divorce or legal separation and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at The State of Arkansas' rates plus an administration fee. The State of Arkansas provides each eligible employee with written notice description rights granted under COBRA when the employee becomes eligible for coverage under The State of Arkansas's health insurance plan. The notice contains important information about the employee's rights and obligations.

6.5 SOCIAL SECURITY/MEDICARE

The State of Arkansas withholds income tax from all employees' earnings and participates in FICA (Social Security) and Medicare withholding and matching programs as required by law.

6.6 DEFERRED COMPENSATION PLAN 457b

The Arkansas Diamond Deferred Compensation Plan is a voluntary 'retirement savings plan' that allows payroll deduction contributions with pre-tax dollars. The employee may choose a voluntary dollar amount to be payroll deducted up to annual contribution limits set by the IRS. The employee selects from the investment options provided by the plan. The benefit is realized through the growth of their contribution, which is tax-deferred. Upon retirement, the employee may choose to receive

their retirement savings back through a lump-sum payment or monthly payout. Employees are eligible to participate in the plan upon hire.

The IRS has greatly increased the annual limits for pre-tax contributions to 457b plans. The following amounts can be contributed in the corresponding tax years:

Amount	Year
\$14,000.00	2007
\$15,500.00	2008
\$15,500.00	2009
\$16,500.00	2010

In addition, the plan allows for 'catch up contributions' in two situations: Over 50 Catch-Up and Pre-Retirement Catch-Up.

- **Over 50 Catch-Up** (if 50 or over during the year): Plan participants that are age 50 or over can contribute an additional amount above the annual limits. After 2004, the amounts are:

Amount	Year
\$5,000.00	2007
\$5,000.00	2008
\$5,000.00	2009
\$5,000.00	2010

- **Pre-Retirement Catch-Up** For each of the last 3 years ending prior to but not including the year of a participant's normal retirement age, the employee can contribute the lesser of twice the deferral limit (based on numbers below) or the cumulative underutilized limitation amount from prior years.

Amount	Year
\$28,000.00	2007
\$31,000.00	2008
\$31,000.00	2009
\$33,000.00	2010

6.7 EMPLOYEE ASSISTANCE FOR STATE EMPLOYEES

The StarEAP is a service, which provides counseling, management consultation, information and referrals for employees and immediate family members enrolled in the State of Arkansas Health Plan and who are experiencing problems, having concerns or needing information on health related topics.

Employees are encouraged to use the program to resolve personal or family problems. Supervisors may refer employees to the program for problems, critical incident debriefing and stressful situations that may be adversely affecting job performance.

Employees and their immediate families may enroll in the State of Arkansas Health Plan may participate in the program by calling 1-866-378-1645. Services are available for emergencies 24 hours per day, 7 days hours per week. Appointments can be made for non-emergency situations during regular business hours, which include some evening hours.

The Star EAP provides clinical assessment and short-term problem resolution for up to eight sessions at no cost to the member participating in the State of Arkansas Health Plan. Treatment by psychiatrists and facility-based care are specifically not included in the EAP, and EAP counselors do

not provide ongoing therapy for patients needing longer-term care. Serious and chronic mental illness or substance abuse will require immediate referral to a mental health provider under terms of the behavioral health benefit and involve co-payment and coinsurance.

6.8 SAVINGS BONDS

Savings Bonds are available to all employees and are payroll deductible. The purchase price is one-half the face value. For example, \$25 will buy a \$50 (face value) bond. The lowest available denomination is a \$50 dollar face value bond. Other denominations are \$75, \$100, \$250, \$500, \$1,000. The minimum deduction per pay period is \$10.00. For example, a \$10 deduction per pay period will yield a \$100 face value bond every 5th pay period.

6.9 CREDIT UNION

A Credit Union is a non-profit corporation that serves only its members and is owned and operated by them. Members who save at a credit union provide the money for those who need to borrow. The interest paid on loans is used to pay dividends on the savings. The members elect a board of directors to manage the organization and a credit committee to approve loans. Participation is optional and contributions, as well as loan payments, are payroll deductible. Any regular salaried employee of the State of Arkansas, his/her family, and retired employees of the State of Arkansas are eligible to become members.

6.10 ARKANSAS STATE EMPLOYEE'S ASSOCIATION

The Arkansas State Employees Association (ASEA) works to improve working conditions for State employees. It is an independent non-profit organization. ASEA lobbies the General Assembly on behalf of State Employee. ASEA also offers its members a benefit package called SEBCO (State Employee's Benefit Corporation) which includes a vanpool program, credit union, and various insurance coverage's, such as dental, home, automobile, life, burial, vision, cancer, and accidental death. All of these programs are payroll deductible. Participation is optional and dues are payroll deductible.

6.11 RETIREMENT

The Arkansas Public Employees Retirement System (APERS) is a non-contributory plan and contributory. If you were hired before July 1, 2005, you are under the non-contributory plan there is no contribution made by the employee and ABOP pays the entire amount. If you were hired after July 1, 2005, you are under the contributory plan where you contribute 5% of your annual salary and APOB contributes the rest of the premium.

Under the state retirement plan, you can voluntarily retire with full benefits, at either age 65 with 5 years service or at any age after 28 years of credited service. The minimum pension, by State law, is \$150 per month. To find out what your pension would be upon retirement, contact the Arkansas Public Employees Retirement System to set up an appointment.

6.12 WORKER'S COMPENSATION

The purpose of Worker's Compensation is to provide payment of your medical expenses and partial salary continuation in the event of a work-related accident or illness. If an injury is on the job, you must immediately report the injury to your supervisor. Failure to make this report may jeopardize your right to Worker's Compensation. Your immediate supervisor will give you the name of the managed care provider in your area. If you select a doctor out of the network Worker's Compensation will not cover the treatment. You must also give your supervisor a doctor's statement indicating the extent of injury and your employment status. If you are going to be absent from work for an extended period, you may use your earned Sick or Annual Leave or in the event all sick and annual leave have been exhausted, apply for catastrophic Leave, to supplement the partial salary payments from Worker's Compensation.

6.13 LEGAL HOLIDAYS

The following chart is the regularly scheduled legal holidays, where State offices are usually closed:

New Year's Day	January 1
Dr. Martin Luther King Jr. & Robert E. Lee Birthdays	Third Monday in January
Presidents Day & Daisy Gaston Bates Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving Day *	Fourth Thursday in November
Christmas Eve	December 24
Christmas Day	December 25
Employee's Birthday	This is a day given to each employee to celebrate his/her birthday. Must be used before the next employee's birthday.

*The Governor may declare additional holidays

To be eligible for Holiday time, you must be in "pay status" the last workday before the holiday, and at least one hour on the first workday after the holiday. You are considered to be in "pay status" if you are not on Leave Without Pay (LWOP).

If while you are on annual or sick leave, and a holiday occur, that day will be charged as a Holiday and will not be charged against annual or sick leave.

During a general or special session of the legislature and a legal holiday that occurs (except for Martin Luther King, Jr. Day) this Board will remain open unless there is a Resolution by the General Assembly. The Board will maintain the minimum number of employees required to conduct "Business".

6.14 LEAVE

6.14.1 Annual Leave

Employees accrue leave at the rates shown in the timetable listed below. Employees who work less than full time but more than 1000 hours per year accrue annual leave in the same proportion as timework. For example, employees who work half time would receive half of the annual leave accrual shown on the timetable.

Years if Employment	Monthly	Annually	Qualifier
0 through 3 years	1 day	12 days	At time of hire and for 3 full years
4 through 5 years	1 day 2 hours	15 Days	Completed 3 full years and starting in the 4 th year
6 through 12 years	1 Day 4 hours	18 Days	Completed 5 full years and starting in the 6 th year
13 through 20 years	1 Day 6 hours	21 Days	Completed 12 full years and starting in the 13 th year
Over 20 years	1 Day 7 hours	22.5 Days	Completed 20 full years and starting in the 21 st year

Accrual rates will change on the first day of the month following eligibility for the next higher accrual rate. You may not earn annual leave when on leave without pay for 10 or more cumulative days within a calendar month. Annual leave must be taken in 15-minute increments.

During the calendar year, the employee year to date accrual may exceed 240 hours of Annual Leave, but no more than 240 hours may be carried over into the next calendar year. Hours exceeding 240 will be forfeited if not used by December 31st of each year or donated to catastrophic leave bank.

Employees must request annual leave in advance for planned vacations etc. The supervisor must approve the leave prior to the leave beginning. Supervisors can deny the use of Annual Leave if it is a “business necessity.” Therefore, schedule your leave throughout the year so leave will not be lost on December 31st.

Up to 240 hours of unused Annual Leave (including Holiday Time) may be paid to an employee who leaves the Board. Up to 480 hours of unused annual or Holiday, time may be paid to the estate of a deceased employee.

6.14.2 Educational Leave

Full-time state employees are entitled to eight (8) hours of leave during any one calendar year for the purpose of attending or assisting with the educational activities of a child. “Child” means a person enrolled in pre-kindergarten through grade 12 who is of the following relation to a state employee:

- A. Natural child;
- B. Adopted child;
- C. Stepchild;
- D. Foster child
- E. Grandchild
- F. Ward of the state employee by virtue of the state employee having been appointed the person’s legal guardian or custodian; or
- G. Any other legal capacity where the employee is acting as a parent for the child.

“Educational activity” means any school-sponsored activity, which includes without limitation:

- A. A parent—teacher conference;
- B. Participation in school—sponsored tutoring;
- C. Participation in a school—sponsored volunteer program’
- D. A field trip;
- E. A classroom program;
- F. A school committee meeting;
- G. An academic competition; and
- H. Assisting with athletic, music, or theater programs.

See Act 1028 of 2007 for more information.

6.14.3 Sick Leave

Employees may use Sick Leave only when they are unable to work because of sickness, injury or have the need to seek medical, dental, or optical treatment. Other details include the following:

1. Normally, employees can earn eight hours of Sick Leave at closing time on the last day of the month. The leave is available the first day of the following month. Sick Leave cannot be used until it is earned.
2. If an employee is ill and has no Sick Leave, the employee may request to use Compensatory, Annual Leave, or Leave Without Pay. These requests will be reviewed and the employee notified accordingly.
3. Sick Leave can be used in fifteen (15) fifteen minute increments.
4. During the calendar year, employee’s year to date accrual may be more than 960 hours of Sick Leave. However, no more than 960 hours may be carried over into the next calendar year.
5. Employee who use 40 or more consecutive hours of Sick Leave are required to furnish a physician or Christian Science practitioner’s certificate stating the employee was ill and unable to come to work. A supervisor may request a physician’s statement at any time when abuse is suspected.
6. Employees on Workers’ Compensation may apply to use their earned Sick Leave as a supplement to their Workers’ Compensation benefits.

Act 1127 of 1999, effective July 1, 1999 offers a financial incentive to retiring employees for the decreased use of sick leave. See Act 1127 of 1999 for complete details.

6.14.4 Death or Serious Illness in Family

Sick Leave may be granted to employees because of the serious illness or death of a member of the employee’s immediate family. “Immediate family” includes the employee’s father, mother, sister, brother, spouse, child, grandparents, in-laws, or any person acting as a parent, guardian, or ward of the employee.

Employees may use up to five consecutive days of Sick Leave for a death or serious illness in the family. Remember, a doctor’s statement is required after the use of five (5) consecutive Sick Leave days.

6.14.5 Maternity Leave

Before taking Maternity Leave, the employee should talk with the physician and submit a doctor's statement to the supervisor indicating when Maternity Leave will begin and end. The most common request for time off is 1-2 weeks before childbirth and six weeks later.

An employee on Maternity Leave will continue to earn Annual and Sick Leave unless on Leave Without Pay. Employees have the option of choosing to take Leave Without Pay instead of using earned Annual or Sick Leave.

6.14.6 Leave Without Pay

Leave Without Pay may not be used unless an employee needs emergency time off and has no Annual or Sick Leave, holidays or compensatory time left. Supervisors may direct Leave Without Pay as a disciplinary measure.

Employees may apply to take Leave Without Pay by submitting the request form to their immediate supervisor who will submit it to the Board Chairman for final approval. Six months is the maximum LWOP.

If an employee uses 10 or more days of Leave Without Pay in any month, the employee will not earn Annual and Sick Leave for that month; if on LWOP when a legal holiday is observed the employee will not receive pay for the holiday. LWOP status may interrupt participation in the State's group health insurance.

The exceptions to this rule are for employees who are using Military Leave, Worker's Compensation or Family Medical Leave. However, this rule does not prevent the employee from paying the premium cost of their group insurance.

During Leave Without Pay, the total cost for departmental group insurance must be paid by the employee, which includes the employee premium and department cost. Employees should contact the HRS insurance benefits specialist in advance to continue insurance coverage while in a Leave Without Pay Status.

6.14.7 Catastrophic Leave Bank Program

Employee may voluntarily donate earned Holiday, Annual and Sick Leave to the Catastrophic Leave Bank for use by any other eligible employees. This program can provide full-time employees with paid leave when they are faced with a catastrophic illness and would otherwise have to be placed on Leave Without Pay.

A Catastrophic Illness means a medical condition of an employee or the spouse or parent of the employee or of a child of the employee, which may be claimed as a dependent under the Arkansas Income Tax Act of 1929. To be eligible, the condition must be certified by a physician and requires an employee's absence from duty for a prolonged period of time and which, except for the catastrophic leave program, would result in a substantial loss of income to the employee because of the exhaustion of all earned sick and annual leave.

To request Catastrophic Leave, the employee must have been employed by the State for at least (2) years, and at the onset of the Catastrophic Illness or Injury, have to their credit at least eighty (80) hours of combined sick and annual leave and have exhausted all leave, holidays and compensatory time. To be considered for Catastrophic Leave the employee must complete an application and forward it to the timekeeper.

A committee will review the application for Catastrophic Leave and make recommendations to the Chairman.

Employees may donate leave to the bank at any time as long as the donation will not reduce earned Annual and Sick Leave combined to less than 80 hours. The exception to this rule would be death, retirement, or termination, etc. Earned leave donated must be donated in one-hour increments.

To donate leave time, the employee must complete a donation application and return it to the timekeeper.

6.14.8 Family and Medical Leave Act (FMLA)

Eligible employees may take up to twelve weeks (84 calendar days) of unpaid job protected leave per calendar year for any of the following reasons:

- a) Birth and care of a newborn child.
 - b) Adoption or foster care of a child.
 - c) Care of employee's spouse, child, or parent with a serious health condition.
 - d) Employee's own serious health condition
 - To be eligible, the employee must have been employed by the State for at least one year. To apply, submit the normal "Request for Leave" form, check the appropriate block at the bottom of the form, include the "Request for Family and Medical Leave Form" and a completed "Certification of Physician or Practitioner Form."
 - Designation of FMLA – Family Leave is leave without pay however the Board of Parole has the option of requiring employees to use annual, sick leave, holiday or compensatory time they have on the books while on FMLA.
- 1) FMLA leave can be taken intermittently or on a full or part-time schedule. Under certain circumstances – Leave may be taken on an intermittent or reduced leave (part-time) schedule so long as this does not result in a reduction in the total amount of leave to which the employee is entitled.
 - 2) Leave will be counted against the employee's annual FMLA leave entitlement.
 - 3) Employees are required to furnish medical certification of a serious health condition failure to do so may result in the FMLA request being denied.
 - 4) If in a LWOP status, employees are required to make premium payment to maintain health benefits, contact the insurance specialist to arrange for making such payments. Failure to make such payments on a timely basis may result in insurance coverage being canceled.
 - 5) Employees may be required to furnish fitness-for-duty certificate to be restored to employment.
 - 6) Employees are restored to the same or an equivalent position upon return from leave.

- 7) The Board may recover its share of health insurance premiums paid during the unpaid FMLA if the employee fails to return to work after taking FMLA Leave.

6.14.9 Jury Duty/Military Leave

Employees will be granted time off to serve on a jury with pay. In addition, employee will be granted court or jury leave for the following reasons:

1. The employee is either a defendant or plaintiff in a court proceeding.
2. The employee is summoned as juror to a civil or criminal proceeding.
3. The employee is served a subpoena to serve as a witness either for or against a defendant in a court proceeding.

A copy of the jury duty summons and all other associated paperwork are required for the personnel file. Employees called for duty may keep any fees paid for such services.

6.15 RECORD KEEPING

The Fiscal Support Supervisor/Human Resource Staff maintains vacation days accrued and used. Each employee is responsible for verifying his/her pay stub to make sure the correct amount of hours appear.

6.16 TRAINING AND PROFESSIONAL DEVELOPMENT

The Board of Parole recognizes the value of professional development and personal growth for employees. Therefore, the Board encourages its employees who are interested in continuing education and job specific training to research these further and get approval before signing up for the seminars or courses.

New employees should be given opportunities to improve and expand their skills once they have mastered their basic job duties. This will not only improve their current skills, but will help prepare them for advancement or promotion. Employees will be encouraged and sometime required to participate in training. Training is also considered when completing a Performance Evaluation Form for an employee. Refer to Administrative Directive 08-04 for specific training guidelines.

As a part of the Board's accreditation process, all employees are required to meet certain training requirements, which are:

Position	Orientation Requirement	Annual Training Requirement
Commissioners	40 hours	40 hours
Hearing Examiners	40 hours	40 hours
Fiscal Support Supervisor	40 hours	40 hours
Executive Assistant to the Director	40 hours	40 hours
Computer Support Analyst	40 hours	40 hours
Investigator	40 hours	40 hours
Fiscal Support Specialist	40 hours	16 hours
Administrative Specialist III	40 hours	16 hours
Administrative Specialist II	40 hours	16 hours

6.17 CROSS TRAINING

Certain employees may be given the opportunity, or in some cases, required to learn a new skill outside their current responsibilities. The Department encourages this type of opportunity so that employees may become more “promotable” or be prepared to temporarily step into a new position in the event of an emergency. Cross training is generally handled at the work location under the supervision of a well-trained employee.

6.18 SERVICE AWARDS

The following awards are offered:

1. Governor’s Service Recognition Certificates—(Signed certificate for full-time employees from the Governor for service of 10, 20, and 30 years.)
2. Career Service Recognition Bonuses—payments processed automatically by HRS on the employee’s eligibility date. These payments are for continuous service in full-time positions for the following years and rates:

Length of Service	Payment
10 through 14 years of service	\$600
15 through 19 years of service	\$700
20 through 24 years of service	\$800
25 years or more of service	\$900

SECTION 7--EMPLOYEE COMMUNICATIONS

7.1 STAFF MEETINGS

The Board of Parole Chairman or Designee shall meet with staff on a monthly basis after the first Board meeting of the month. A written agenda and a sign in sheet shall be provided at the beginning of each meeting. Topics for discussion are always encouraged from the staff. Discussion items should be submitted to the appropriate supervisor no later than one day prior to the staff meeting. This is a time when your ideas or concerns should be heard no matter how unimportant they may appear. It does little good to express dissatisfaction with what was said or agreed upon after the staff meeting is over. These informative meetings allow employees to be informed on recent agency activities, changes in the workplace and employee recognition.

7.2 SPECIAL MEETINGS

Employees must attend all Board and Victims Input Meetings unless the Chairman or Immediate Supervisor has granted prior approval.

7.3 BULLETIN BOARDS

Bulletin boards placed in mailroom provide employees access to important posted information and announcements. The employee is responsible for reading necessary information posted on the bulletin boards.

7.4 PROCEDURE FOR HANDLING COMPLAINTS

Under normal working conditions, employees who have a job-related problem, question or complaint should first discuss it with their immediate supervisor. At this level, employees usually reach the simplest, quickest, and most satisfactory solution. If the employee and supervisor do not solve the problem, the Board of Parole encourages employees to contact the Board Chairman.

7.5 DISCIPLINARY PROCEDURES

If an employee is not complying with a rule or is not performing satisfactory work, “progressive discipline” may be used to correct the problem. This means each time a particular rule is broken by an employee, the penalty becomes more severe. Details of the disciplinary policy are located on the website.

A. Components of the Disciplinary Process

1. Communication.

Communication should begin with a private and serious conversation between an employee and the supervisor that is conducive to open and frank discussion of issues. Both parties should ask and have answered all pertinent questions.

2. Objective Investigation

Employee discipline should be initiated only after an investigation into the facts. A supervisor may receive information alleging a violation of a standard or may have other reasons to suspect a violation. Prior to taking disciplinary action, the supervisor shall conduct a review to gather facts including any extenuating, aggravating, or mitigating circumstances.

3. Employee Notification

Once a supervisor determines that an employee violated an employee conduct standard, that supervisor should inform the employee as to how the conduct or performance standards apply to the employee’s behavior, how the employee’s conduct or performance must change, how changes will be measured or observed, and the consequences of failing to make changes.

4. Documentation

Supervisors should create and maintain appropriate documentation so that meetings and notices are on record. It is not necessary to document every detail of a meeting, but at a minimum to be include are the date, participants, key issues discussed, decisions, and periods set must be documented.

B. Choosing Appropriate Action

1. The choice of disciplinary action should be guided by all of the following principles:

- a. The nature of the conduct standard. In considering the nature of the standard, more severe actions are appropriate for violations of standards that protect the civil rights and safety of others, ensure an orderly workplace, protect against abuses of authority, and assure the public trust in Board and its employees.
 - b. The action should be matched to the offence. The seriousness of the violation and frequency and seriousness of past violations should also be considered.
 - c. The action should be viewed in the context of the employee's job duties. For example, being absent from his or her post should be viewed as a more serious infraction for a security officer than for an office worker.
 - d. Applying the guidance in item 2 below, the action can be reasonably expected to correct the negative behavior.
 - e. When choosing between equally appropriate actions, the least severe should be chosen.
2. When inappropriate behavior adversely affects safety, security and/or good order or places others at eminent risk of harm, the employee may not be offered an opportunity to correct the negative behavior. Otherwise, the employee may be offered an opportunity to correct the negative behavior. Beginning with an appropriate action, the supervisor will employ increasingly severe actions until the negative behavior is corrected or the employee is demoted or employment is terminated. Actions as listed below may be skipped if circumstances merit, but for a particular offence, actions will not decrease in severity, except that counseling sessions between the employee and supervisor may occur at any time during the disciplinary process. Before taking an action affecting an employee's pay, the initiating supervisor should consult with the Chairman to ensure that the action is consistent with applicable statutes/policies and is informed by previous actions taken in similar circumstances.
 - a. Verbal warning recorded in the employee's personnel file.
 - b. Written warning recorded in the employee's personnel file.
 - c. Suspension without pay (For exempt employees, a five (5) day minimum suspension is required.)
 - d. Termination

C. Employee Responsibilities

Employees are responsible for being familiar and complying with conduct standards. Should disciplinary and corrective action be necessary, employees are expected to cooperate with actions required. Unresolved work problems are to be immediately reported to appropriate supervisors to facilitate early resolutions, and when possible, avoid the need for disciplinary action. Guidelines in this policy are intended to facilitate consistency in administering discipline for violation of the Board's standards and rules for employees conduct. The Board is not required nor guarantees the use of progressive discipline.

7.6 RULES WHILE ON AND OFF DUTY

Employees should conduct themselves in such a manner that their actions do not reflect discredit upon themselves, upon fellow employees, or upon the Arkansas Board of Parole. Employee's should read and be familiar with the Governor's Policy Directive titled "Standards of Performance," and other employee related policies.

7.7 GRIEVANCE AND COMPLAINT PROCEDURES

Every employee of the Board of Parole is entitled to fair, reasonable and non-discriminatory treatment in all aspects of employment. Any employee who believes he/she is a victim of unfair or discriminatory treatment may seek relief through the grievance or complaint procedures. Employees who use these procedures may do so without restraint, interference, coercion, discrimination, or fear of future reprisal, however, employees must have reasonable evidence, which can be substantiated to avoid false or malicious claims. Refer to Administrative Directive 10-01 for specific grievance procedures.

Employee Acknowledgement of Parole Board Employee Manual

Please acknowledge by signing that you have read and understood the Arkansas Parole Board Employee Manual.

All employees or officials of the Arkansas Parole Board are responsible for complying with all pertinent policies. The Fiscal Support Supervisor/Fiscal Support Analyst will place a signed copy of this form in your personnel file.

This form should be signed and returned within five days.

_____	_____
PRINT NAME	SIGNATURE

DATE	

Supervisor Confirmation:

_____	_____
PRINT NAME	SIGNATURE

DATE	

ARKANSAS BOARD OF PAROLE

MIKE BEEBE
Governor



LEROY BROWNLEE
Chairman

Two Union National Plaza Building
105 West Capitol – Suite 500
Little Rock, AR 72201
PHONE (501) 682-3850 FAX (501) 682-3860

MEMORANDUM

TO: All Arkansas Board of Parole Commissioners, Hearing Examiners, and Staff
FROM: Leroy Brownlee, Chairman
CC: G. David Guntharp, Sherry Enderle
DATE: November 1, 2007
RE: Appointment of Richard Mays, Jr. as APB Grievance Officer

Effective November 1, 2007, Richard Mays Jr. will serve as the Grievance Officer for the Arkansas Board of Parole. We thank the Department of Community Correction and Sherry Enderle for their support in past and look forward to working with them in the future.

Sincerely,

Signature on File

Leroy Brownlee, Chairman
Arkansas Board of Parole

Employee Acknowledgement

I _____ (print your name) acknowledge receipt of this memo and understand that all issues relating to the grievance process will be handled by **Richard Mays, Jr.**

A signed copy of this form will be placed in your personnel file.

Date

Signature